

JOB POSTING
Part-Time Member Services & Safety Assistant
October 29, 2015

Position Reports to: Member Services Coordinator

Ministry with Community "MwC", a Kalamazoo non-profit whose mission is to empower people to make positive life changes, is seeking a skilled Member Relations & Safety Assistant to join their team! MwC serves people (members) experiencing homelessness, poverty, mental illness, addiction and other personal crises. The Member Services & Safety Assistant will assist members in accessing all services within the agency, while being proactive in resolving any safety concerns throughout the building.

Essential Functions:

- Assists members, volunteers and donors at the front desk
- Establishes working relationships with our members in order to best serve their needs
- Completes daily stocking and cleaning tasks; assisting with custodial duties as needed
- Ensures an environment of dignity and respect for all individuals
- Ability to be proactive; to see and deal with potential safety issues before they arise

Desirable Characteristics/Skills:

- Excellent people skills with diverse populations: approachable, good listener, relates well to all people
- Able to handle stressful and potentially unsafe situations effectively and patiently
- Demonstrated ability to communicate, both verbally and in writing
- Understanding and compassion towards people experiencing poverty, substance abuse or mental illness
- Experience working in a fast-paced environment
- Excellent conflict management and interpersonal skills
- Participates in departmental and organization-wide meetings on a weekly basis

Qualifications:

- 18 years of age or older
- Commitment to diversity
- At least one year of direct care human service and/or customer service experience
- Ability to effectively use a computer and Microsoft software
- Ability to be on one's feet for an extended period of time

Hours: Hours will vary; facility is open 6:30AM-5:30PM, 7days/week
(must be available some weekends and holidays)

Wage: \$8.52/hour

This position requires mandatory drug screening and a background check.

To Apply: Please submit your resumé and letter of interest to:
Member Services Coordinator, 440 N. Church Street, Kalamazoo, MI 49007
or email admin2@ministrywithcommunity.org
Deadline: November 20, 2015

NO PHONE CALLS PLEASE

M/F/D/V
